

HOW TO INITIATE AND REQUEST A RESIDENCY AT YOUR SITE

- ◇ Read through the Artist Residency Directory to get an idea of the various art forms, styles, and philosophies of the Resident Artists.
- ◇ Look at the “fact sheets” and supporting materials included in this packet to get a sense of the way the program works most effectively. Jot down any questions you might like to ask.
- ◇ Contact the Resident Artist(s) the Resident Artist(s) directly to see how you can work together or contact Mary Brenholts, Director of School & Community Programs, at mbrenholts@pittsburgharts.org or 412-361-0455 x368 to get suggestions on which artist(s) would be the best match for your site.

You must make contact with the artist before a Request Form is submitted. Confirm their daily rate and the number of days needed to make a residency work best for all participants.

- ◇ Submit the Artist Residency Request Form as soon as possible to secure funding for your Residency Project. Residency requests are accepted on a rolling basis. Funding amounts and availability are determined based upon a variety of factors.
- ◇ Make sure matching funds from your site are made available and kept accessible for the Artist Residency Project. Pittsburgh Center for the Arts pays the Resident Artist in full and invoices the host site for their portion of the fee.

Consider working with a local business or industry to help fund the project.

- ◇ Once your Residency has been confirmed, schedule a Planning Meeting with the artist and PCA staff to develop your Residency Plan. Set project dates with the artist as soon as possible; schedules fill quickly!

Note: Some artists prefer to develop full plans early in the process.
